

JOB DESCRIPTION

JOB TITLE: Director of Nursing

GRADE: 25

JOB CODE: 2000

EST. DATE: 7-1-06

GENERAL FUNCTION: Responsible for the planning, organizing, directing and financial management of a comprehensive public health nursing program for assigned local health departments. Requires the independent application of an extensive level of experienced judgment and skills. Serves as an advisor to the agency's director on all matters pertaining to nursing. Interprets and supports the purposes, philosophy and objectives of the agency. Provides performance evaluations for the Nurse Administrators. Eighty to ninety percent of time is spent in management activities with minimal amount of time spent in direct client care.

COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:

Directs the nursing component of a comprehensive public health program in the agency's local health department/s.

1. Serves as an expert nursing resource person for local health nurses, public health nurses and local health nurses working in home health.
2. Establishes, interprets and disseminates agency and state policy and protocols to ensure uniform delivery of services.
3. Reviews and updates all nursing care policies and procedures regularly to assure consistency with the law and practice standards.
4. Serves with regional or state staff on policy review committees.
5. Interprets statutes and regulations that impact public health nursing.
6. Develops procedures, in accordance with established standards and policies for the fulfillment of program goals.
7. Collaborates with other health care providers to provide comprehensive integrated services.
8. Collaborates with community agencies in identifying service needs and works with the Public Health Director to develop service plans to assist in meeting community health care needs.
9. Assigns and oversees activities of the Nurse Administrators, Supervisor I and II nurses and indirectly to other nursing staff and agency staff.
10. Completes the performance evaluations of the agency's Nurse Administrators, as well as other assigned nursing staff.
11. Anticipates potential problem situations and intervenes to offset any adverse impact. Analyzes and reports specific emerging problems to the Public Health Director.
12. Prepares formal performance reports, as indicated.

13. Assesses staffing utilization and needs. Makes recommendations, as necessary, to provide adequate coverage for the provision of services to improve quality.
14. Participates in the recruitment and selection of nursing personnel.

Actively participates in quality assurance and utilization reviews.

1. Initiates and participates in studies/research activities in the evaluation/development of services.
2. Monitors quality of care of the provision of services through direct observation via site visits or indirectly through medical audits.
3. Collects statistical data and prepares comprehensive reports regarding health services or program activities.
4. Reviews periodic reports to determine status in meeting program/service goals.
5. Evaluates data and develops plans for improvement of services and makes recommendations to appropriate management and supervisory staff.
6. Discusses methods to improve performance and motivate employees.
7. Participates in utilization care conferences, billing audits and quarterly record reviews.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses appropriate communication strategies to effect positive outcomes.
2. Listens to others and shares knowledge in a non-judgmental manner.
3. Communicates or disseminates information to staff by informal or formal means.
4. Communicates changes in protocol/policy to nursing staff.
5. Communicates information, concerns or problems to the Public Health Director, as needed.
6. May represent the agency in making presentations on public health and/or public health issues to schools of nursing or to members of the community.

When indicated and as needed, develops and conducts educational counseling and teaching activities either formally or informally.

1. Provides current and up to date information regarding assigned area to agency employees.
2. Informs employees of promotional and training opportunities.
3. Identifies and participates in planning and implementation of education activities.
4. Periodically evaluates teaching plan(s) based on the staff's level of compliance with the assigned area.
5. May approve and provide for orientation of new staff members.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Prioritizes work to provide for the greatest level of efficiency and production.
3. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.
4. Attends and represents the agency at various local, state and regional meetings.
5. Participates in the development and administration of budgets.
6. Determines priorities and develops program plans and associated budgets for the nursing/medical program.
7. Compares agency's nursing related expenses to budgeted funding to ensure the agency remains within the allotted budget.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Maintains liaison with nursing programs in colleges and universities for curriculum development and appropriate clinical practice experiences in public health. Assists in formulating learning objectives.
3. Develops and implements plans for orientation, in-service training and continuing education for nurses and related personnel.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

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SUPERVISION RECEIVED: Receives policy direction from the Public Health Director.

SUPERVISION EXERCISED: Provides direct supervision of the Nurse Administrators and indirect supervision of other nurses and related staff.

JOB SPECIFICATIONS:

Knowledge:

- Extensive knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- High level of knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of basic management and public administration principles and practices.
- Extensive level of knowledge of community resources available to clients.

Skills:

- High level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- High level of skill in utilizing appropriate oral and written communication with clients, nurses and other agency staff regarding multiple aspects of the assigned area.
- High to moderate level of public speaking skill.
- High level of skill in managing work-related activities
- High level of skill in assessing staffing and equipment needs.

Abilities:

- Considerable ability to establish, interpret and implement policies, procedures and treatment plans in accordance with program/agency standards.
- Considerable ability to assess type and amount of nursing services required, selecting priorities, planning schedules and assigning tasks.
- Considerable ability to evaluate quality of nursing care and the performance of staff.
- Ability to develop cooperative working relationships with agency staff and other service providers.
- Ability to compile agency information into appropriate reports, as indicated.

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MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Current active nursing license from the Kentucky Board of Nursing.
Master's Degree in Nursing (MSN), Nursing Administration or Nursing Education
three (3) years experience in the Local Health Department (LHD); with two (2) of
the three (3) years in supervisory experience.

OR

Current active nursing license from the Kentucky Board of Nursing.
Bachelor of Science degree in Nursing (BSN) and five (5) years of experience in
LHD; with two (2) of the five (5) years in supervisory experience

OR

Current active nursing license from the Kentucky Board of Nursing.
Bachelor of Science degree in Nursing without experience in the LHD; and
Seven (7) years nursing practice experience; with Three (3) years of the seven
(7) in supervisory experience

**NOTE: To replace Director of Community Health Nursing (2001) by 7-1-07,
Title change, Increase in grade, change in minimum requirements as of
7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.